

本表翻譯為中文以便利理解所填資料並協助正確填表 不過由於版面
只夠開列的資料以英文填寫 請用中文填寫 除英文外 法院不接受任何其他語言
填寫表格

CIVIL COURT OF THE CITY OF NEW YORK
紐約民事院
INSTRUCTIONS FOR FILING ACTIONS AGAINST
THE CITY OF NEW YORK,
THE STATE OF NEW YORK
THE UNITED STATES OF AMERICA
辦理對紐約 紐約州 美國政府指示

Actions against CITY AGENCIES 控告政府機關

In order to begin an action against New York City or one of its agencies or departments, you **must** give it notice. The City requires that you notify it of an injury or other claim **within 90 days** of the occurrence. When you notify the City of the occurrence, you will receive a Notice of Claim. You may get further information by calling 311.

為要對紐約或其之機關部門間必要給通知 市政府須
於發生後90天內發給通知或繼續通知 當將此事通知給政府後 將會
收到份發通知書 問可電311 索取資料

The City agencies listed immediately below are Mayoral Agencies.

以下所列政府機關乃 市長管轄。

- | | |
|--|---|
| 1. Office of the Comptroller
審署 | 2. Office of the Mayor
市長辦公室 |
| 3. Fire Department/Emergency Medical Service
消防署 緊急醫療服務 | 4. Police Dept. (Including Housing/Transit)
警署 包括房屋 運輸 |
| 5. Sanitation Department
衛生局 | 6. Department of Buildings
房屋局 |
| 7. Department of Corrections
懲罰署 | 8. Department of Finance (Sheriff's Office)
財政局 警署辦事處 |
| 9. Department of Environmental Protection
環境局 | 10. Dept. of Parks and Recreation
公園及康樂署 |
| 11. Dept. Housing Preservation and Development (City owned buildings, not projects)
房屋保護署 市擁有物業 非屋計劃 | |
| 12. Dept of Social Services/Human Resources Administration
社會服務 及 資源管理署 | |
| 13. Department of General Services
一般服務局 | 14. Taxi and Limousine Commission (TLC)
計程車及禮儀管理署 |
| 15. Department of Transportation (Ferries, Highways, Parking Violations Bureau)
交通管理署 渡輪 高速公路 違例停車管理署 | |
| 16. New York City Community Colleges (2-year colleges)
紐約社區學院(2年學院) | |

Actions against a **Mayoral Agency**: Obtain a Notice of Claim and a Claim Number from:
控市長機關 向大廳索取份通知書及個案碼:

City of New York Comptroller, One Centre Street, New York, NY 10007
紐約審署地址 One Centre Street, New York, NY 10007

After you have notified the City of the claim and obtained a number, you must wait 30 days to allow the City time to review your claim and perhaps settle with you. After the waiting period, you may start an action in Court. However, the action must be started within one year and ninety days of the time of the loss, damage or injury for the above agencies. Even though the Claim Number comes from the Comptroller, the Defendant who is being sued is:

閣下向政府發出索償通知書後，必須待30天便可向審署之
索償或作出和解。過等期後，你仍可向法庭提出控訴。不過控訴時必須
是於上述審署受損失或受傷日期起計一年及90天內提出。
縱使審署或審署被告的名稱應為

City of New York, Attn: Corporation Counsel, 100 Church St., 5th Fl., New York, NY 10007
紐約政府接洽法律顧問地址 100 Church St., 5th Fl., New York, NY 10007。

Enter the Claim Number which you obtained, as well as any and all specific information regarding your claim on the application for a summons or claim.

在閣下的索償申請書填上索償編號及所有關於索償的資料

For actions against the following **Non-Mayoral agencies**, file a Notice of Claim with the agency itself. The agency will provide a Claim Number, if required. You should indicate the Defendant on the court form as:

控訴不同市長機關時，直接向有關機關索償的登記。如需要，該機關
會給閣下一個個案碼。在法院表格內，應被告機關填上

N.Y.C. Department of Education
52 Chambers Street, Room 320, B4
New York, New York 10007

S.I.R.T.O.A
60 Bay Street, 6th Floor
Staten Island, New York, 10301

N.Y.C. Health and Hospitals Corporation
Office of Legal Affairs, Claims Division
125 Worth Street, #527
New York, New York 10013

M.T.A. Bridges and Tunnels
The Robert Moses Building
Randall's Island, New York 10035

N.Y.C. Housing Authority, Law Dept.
250 Broadway, 9th Floor
New York, New York, 10007

N.Y.C. Transit Authority (MABSTOA)
130 Livingston Street
Brooklyn, New York 11201
(Claims to be filed in County of occurrence)

Please note this helpful hint. The word **Department** in the name of a **City** agency usually means that the Defendant who is being sued is the City of New York. When you see **Authority**, **Board** or **Corporation** as part of the name of a governmental agency, it usually means that the

Defendant who is being sued is that specific agency.

請注意有兩提示。在政府機構中，署通常代表被告的為該政府當局。在報章有《報》，《局》或《委員會》作為政府機構時，這些被告對象是該機構。

Actions against **STATE AGENCIES**, for example:

控訴政府機構例如

State Department of Motor Vehicles

州政府車輛管理局

State Department of Labor

州政府勞工局

State University of New York

紐約州立大學

State Insurance Fund

州保險基金

must be filed in the 必須在下列法院登記

Court of Claims of the State of New York

The Gov. Nelson Rockefeller Empire State Plaza, Box 7344

Capitol Station, Albany, NY 12224 Tel: 518-432-3411

State Department of Commerce

州政府商業管理局

State Insurance Department

州政府保險局

City University (4-year colleges)

市立大學(4年制)

Actions against **FEDERAL AGENCIES**:

控訴聯邦機構之

For Bronx or New York Counties:

在布魯克林或紐約縣

U.S. District Court, Pro Se Office

500 Pearl Street

New York, New York 10007

For Kings, Queens and Richmond Counties:

在皇后區、皇后區及里士滿縣

Federal Court House

225 Cadman Plaza East

Brooklyn, New York 11201

OTB may be sued in Civil Court, but not in Small Claims.

可民事法院控訴OTB，但不在小額索償法庭

When suing any government agency two key words must be kept in mind - **timeliness** and **research**. A person must act quickly in complying with that agency's procedures and must thoroughly research the procedures involved. You may wish to seek the advice of counsel.

當控告政府機構時，必須記住兩個重要的字眼：時效性與研究。要獲得機構規定的手續，必須儘快查詢及程序進行必須迅速。閣下可能需尋求律師的意見。